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5 November 1953

TO: Chairman, CIA Career Service Board

SUBJECT: Responsibility for the Assignment and Career Development  
of General Administrative Personnel

1. PROBLEM. To establish the responsibility of the Deputy Director (Administration) and his Career Service Board with respect to the assignment and development of general administrative employees among general administrative positions throughout the Agency.

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2. FACTS BEARING ON THE PROBLEM. (a) "Each Staff Employee will have at all times an assigned Career Designation indicating the component responsible for his career planning and, consequently, for the review and prior approval of all proposed personnel actions which affect his utilization and development." (Notice No. [REDACTED]).

(b) "The Career Service Program is predicated on the placement of career employees under the Career Service Board which corresponds to the type of work officially assigned. This basic principle will normally apply in the assignment of Career Designations." (Notice No. [REDACTED]).

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(c) "A career employee may be assigned a Career Designation of a Component other than the one to which he is officially assigned in order to reflect the channel in which his career planning and advancement will be considered." (Notice No. [REDACTED]).

(d) "The Deputy Director (Administration) is in charge of all administrative support for the Agency." (Regulation No. [REDACTED]). 25X1A

(e) "A Career Service Board has been established to advise the Deputy Director (Administration) with respect to the assignment and career development of employees with the CD-A career designation." (Regulation No. [REDACTED]).

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(f) Within the DD/A and DD/P organizations, career employees who are specialists in general administrative functions have been assigned the CD-A career designation, and the Deputy Director (Administration) has been given primary responsibility for determining the career employee to be assigned to each general administrative position.

(g) Within the organization of the DD/I, the Director of Training and the Assistant Director, Communications, only one employee has the "CD-A" career designation even though more employees are believed to be primarily general administrative specialists. In addition, within these organizations the Deputy Director (Administration) does not exercise primary responsibility for determining the career employee to be assigned to each general administrative position.

3. DISCUSSION. It is believed that the employee who is a specialist in general administration would have greater career opportunities and would be of more value to the Agency if his assignment and career development were accomplished on an Agency-wide basis rather than within one organizational unit. It is also believed that the level of competence of the Agency's general administrative specialists would be raised if the Deputy Director (Administration) were primarily responsible for their selection, assignment, training, rotation and career development, and for their deployment among all general administrative positions as necessary to meet present and anticipated requirements.

4. CONCLUSIONS. (a) Each career employee who is primarily a general administrative specialist should receive the career designation "CD-A" in order that the Deputy Director (Administration), with the guidance of his Career Service Board, may exercise primary responsibility for his assignment and development throughout the Agency.

(b) The Deputy Director (Administration) should have primary responsibility for the assignment of career employees to each Agency position which is identified as suitable for general administrative personnel, regardless of the organizational unit in which the position occurs.

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5. ACTION RECOMMENDED. (a) That the conclusions presented above be approved as Agency policy.

(b) That each DD/A component head who has been given career development authority, and who is advised by a Career Service Board, be assigned similar responsibility with respect to the personnel and the positions primarily concerned with the specialized Agency functions for which he is responsible.

/s/  
L. K. WHITE  
Acting Deputy Director  
(Administration)

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